

[Company Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Client Name]
[Client Title]
[Client Company Name]
[Client Address]

Subject: Audit Engagement - Timing and Deliverables

Dear [Client Name],

This letter outlines the anticipated schedule and the specific deliverables for the audit of [Client Company Name] for the fiscal year ending [Date].

1. Project Timeline

- **Planning and Risk Assessment:** To be conducted during the week of [Date].
- **Interim Fieldwork:** Scheduled to begin on [Date] and conclude by [Date].
- **Year-End Fieldwork:** Scheduled to commence on [Date].
- **Draft Report Review:** We expect to provide the initial draft for management review by [Date].
- **Final Report Issuance:** Targeted for completion no later than [Date].

2. Key Deliverables

Upon completion of the audit, we will provide the following:

- Independent Auditor's Report on the financial statements.
- Management Letter outlining observations and recommendations regarding internal controls.
- Communication with those charged with governance regarding the scope and results of the audit.

3. Client Responsibilities and Requirements

Our ability to meet the dates listed above is dependent on the following:

- Provision of the trial balance and supporting schedules by [Date].
- Availability of key personnel for interviews and inquiries.
- Timely responses to audit requests and documentation queries.

Please acknowledge your agreement with this schedule by signing below.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]

Acknowledgment:

Accepted by: _____ Date: _____